

POSITION ANNOUNCEMENT

Youth + Community Academic Coordinator

The Milwaukee Institute of Art and Design (MIAD) seeks an Academic Coordinator for our Youth + Community programs to join our team with an anticipated start date in February 2023. The Academic Coordinator reports to and collaborates with the Director of Youth + Community Programs. The primary responsibilities for this position include program planning, development, and securing faculty for rapidly growing programming in Pre-College, Continuing Education, Creative Educators Institute, and Young Artist Adventures.

Responsibilities include, but are not limited to:

1. Oversee and develop course offerings and descriptions for each program.
2. Recruit faculty, teaching assistants, and support staff to fill the needs of corresponding programs in partnership with the Director of Youth + Community Programs. This will include soliciting teaching needs, interviewing candidates, and providing timely and accurate information with Human Resources to onboard new hires in good order.
3. Collaboratively work with the Youth + Community Programs Assistant to maintain website and e-commerce set up and management, and overall enrollment management for Pre-College, Continuing Education, the Creative Educators Institute and Young Artist Adventures.
4. Create, maintain, and strengthen relationships with various departments at MIAD. This will include serving as the point of contact to fulfill program needs interdepartmentally, such as coordinating with facilities, IT, café, learning accommodations, residential living, etc.
5. Serve as key external representative of MIAD to high school art educators and families for recruitment to the programs, as well as providing support for students and families throughout duration of each program.
6. Partner and maintain continuous contact with the Marketing & Communication team to complete print and digital marketing materials and generate associated mailing lists. This includes working with the Director of Youth + Community Programs to develop recruitment strategies, as well as developing social media content.
7. Track and manage program budgets and make purchases for supplies, transportation, catering, and office materials.
8. Maintain an on-site presence and accessibility for faculty and students while programs are in session and resolve any issues and provide support. This may include occasional evening and weekend obligations.
9. Analyze and provide an executive summary of program survey data. Collaborate with the Director of Youth + Community Programs to assess program and propose annual revision to policies and procedures as necessary. Maintain critical data of all participants for grant-seeking purposes, and properly archive all documentation/data of each program.
10. Develop and maintain systems and processes to ensure seamless execution of all administrative functions related to the office.
11. Other duties as assigned by the Director of Youth + Community Programs.

Required Qualifications and Experience:

- Bachelor's degree from an accredited college or university is required; Background in visual art/design, art education, art history, and/or project management strongly preferred.
- Three (3) or more years of successful professional experience in a coordinator role or similar position is preferred.
- Experience in higher education and program development is preferred.
- Must have expert proficiency with Microsoft Office and the ability to quickly learn and become proficient in Google Suite products including calendar, documents, spreadsheets, and email. Experience with Mac is preferred. Strong experience with social media is a plus.
- Strong organizational skills with keen attention to detail.
- Must be able to self-direct, have an aptitude for creative problem solving, and the ability to multitask.
- Excel at interpersonal, verbal, and written communication skills in interacting with staff, faculty, students, families, and professional/community partners.
- Demonstrate commitment to excellent customer service with a welcoming and proactive approach to answering questions and providing support.
- Demonstrate success in collaborative work with a diverse group of constituents.
- Demonstrate ability to be flexible and take initiative, to easily adapt to changes, contribute independently and as part of a team and manage multiple activities and deadlines.
- Must have the ability to work a set schedule during the week and flex hours to work occasional evening and weekends as needed to support projects and programs. A schedule will be identified well in advance of evening and weekend work.
- Must have the ability to regularly report on-site.

Application Process and Deadline:

Qualified applicants should submit the following information in **one (1) pdf** document via email to:

youthoutreach_group@miad.edu

- ✓ A letter of interest/cover letter
- ✓ A resume
- ✓ Contact information for three (3) professional references.

The initial review of applicants will occur after January 8, 2022 and will continue until the position has been filled.

MIAD offers an attractive benefits package, including health, vision, and dental insurance. All final candidates extended an offer must successfully complete reference and background checks.

ABOUT MIAD

As an accredited, nonprofit college, MIAD provides a transformative Bachelor of Fine Arts education that prepares students of diverse backgrounds for fulfilling and financially rewarding careers. MIAD fosters innovative and entrepreneurial thinking that benefits our students and our corporate and nonprofit partners.

MIAD is entering the fifth year of our current strategic plan. [View the plan.](#)

MIAD is proud to serve students of all backgrounds and recognizes our opportunity to advance equity and inclusion. Under the direction of our inaugural Director of Equity and Inclusion and with input from community partners, MIAD developed a Three-year Equity and Inclusion Action Plan. [View the plan.](#)

MIAD enrolls 850+ students and employs 200+ faculty and staff. The college's nationally ranked programs include Communication Design, Product (industrial) Design, Illustration and Animation, Interior Architecture and Design, New Studio Practice: Fine Arts and 18 academic minors. MIAD has been named a Top Design School by Graphic Design USA for five consecutive years.

MIAD brings robust career pathways and college-readiness experiences to high school youth and provides cultural experiences and programming to the Greater Milwaukee community. Companies that have hired MIAD interns and graduates include Delta Faucet, Generac, Harley-Davidson Motor Company, GE Healthcare, Google, Kohler Company, Kohl's Corporation, Milwaukee Tool, NASA and Nike.

MIAD is central to the development of Milwaukee's Historic Third Ward, which was named one of America's Top 12 ArtPlaces. The Historic Third Ward is Milwaukee's most desirable downtown neighborhood, with Lake Michigan as our backyard and walkable distances to dozens of restaurants, galleries, and boutiques. www.miad.edu

MIAD is committed to a teaching, learning, and working environment free from all forms of discrimination and harassment. The college prohibits students, employees, contractors, volunteers, and visitors from engaging in discrimination and harassment based on any individual's age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity, gender expression, genetic information, religion, arrest record, conviction record, military service, veteran status, use or nonuse of lawful products off MIAD premises during nonworking hours, and any other legally protected characteristic. This prohibition applies to all of MIAD's educational programs and activities—including admissions—as well as all employment actions, including but not limited to recruiting, hiring, promotion, demotion, compensation, and benefits.

OUR MISSION

We ignite curious minds through art, design, and service.

OUR VISION

We will be a galvanized educational and creative community, addressing universal needs through our thought, design, and expression.

OUR VALUES

COURAGE, to seek our own path

INTEGRITY, to pursue our lives and work with meaning

KINDNESS, to thoughtfully engage with others

COMMUNITY, to positively contribute to the world around us

INNOVATION, to meet universal challenges in new ways

INCLUSION, to find strength in diversity

LAND AND PEOPLES ACKNOWLEDGMENT

The Milwaukee Institute of Art & Design (MIAD) occupies land on the banks of the Milwaukee River in what is presently known as Wisconsin. This land is the home of Ho-Chunk, Menominee, Potawatomi and Ojibwe peoples, and it is the historic and present-day home of peoples who were forced by colonizers to leave their ancestral lands and migrate to and through this state. [Learn more here.](#)